



UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE

UNIT 35601

FPO AP 96606-5601

IN REPLY REFER TO:

5060

G2

04 APR 2006

From: Commanding General, III Marine Expeditionary Force
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR III MARINE EXPEDITIONARY
FORCE (MEF) SENIOR OFFICER DINING OUT

Encl: (1) Dining Out Script and Schedule of Events
(2) History, Protocol, and Rules of the Mess

1. Situation. In celebration of the hallowed Marine Corps Marine Corps Mess Night tradition, the glory and fellowship of the III MEF Mess, and the treasured support and sacrifice of the spouses and loved ones of the members of the Mess, the III MEF Commanding General and President of the Mess will hold a III MEF Senior Officer Dining Out on 29 April 2006 at the Camp Butler Officers' Club. This LOI provides guidance and tasks III MEF and major subordinate command representatives, staffs, and organizations to support the ceremony and subsequent festivities.

2. Mission. At H-hour, designated as 1800 on 29 April 2006, members and guests of the III MEF Senior Officer Mess assemble for a Dining Out in order to celebrate Marine Corps tradition, III MEF unit achievements, and the support of spouses and loved ones.

3. Execution

a. Commander's Intent. I envision a memorable night of camaraderie and festivity for the members and guests of the Mess. The Senior Officer Dining Out is an excellent opportunity to gather socially to honor our great Marine Corps heritage, the accomplishments of the MEF and its units, and the support and sacrifice of our families. At the end of the evening, I intend that all members and guests of the Mess will take special care to ensure their responsible and safe return home from the night's festivities.

b. Concept of Operations. At H-hour on 29 April 2006, members of the Mess from III MEF and its major subordinate commands will celebrate Marine Corps Marine Corps Mess Night traditions in the honored company of invited Marine Corps spouses and dates at the III MEF Senior Officer Dining Out. This operation is conducted in two phases: the Preparatory Phase, ongoing through 29 April 2006 until H-hour, and the Execution Phase, commencing at H-hour on 29 April 2006.

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c. Tasks

(1) 1st Marine Air Wing. Provide one Major to serve as the 1st MAW Representative to the MEF Dining Out Committee for coordination of invitations, reservations, and for event planning and support tasks.

(2) 3d Marine Division. Provide one Major to serve as the 3d MarDiv Representative to the MEF Dining Out Committee for coordination of invitations, reservations, and for event planning and support tasks.

(3) 3d Marine Logistics Group. Provide one Major to serve as the 3d MLG Representative to the MEF Dining Out Committee for coordination of invitations, reservations, and for event planning and support tasks.

(4) III MEF Headquarters Group

(a) Provide one Major to serve as the III MHG and 31st Marine Expeditionary Unit (MEU) Representative to the MEF Dining Out Committee for coordination of invitations, reservations, and for event planning and support tasks.

(b) Provide the services of the III MEF Band for both the formal Dining Out ceremony and the following social festivities.

(c) Provide a Color Guard with the National and III MEF Colors with Streamers.

(d) Provide transportation for all III MHG support personnel for the rehearsal(s) and the Dining Out event.

(5) III MEF AC/S, G-2

(a) Serve as Officer-in-Charge for all coordination actions required to plan and execute the III MEF Senior Officer Dining Out.

(b) Provide one Major to serve as the Chairman of the MEF Dining Out Committee for supervising all committee planning and support functions, and as the MEF Command Element Representative for coordination of invitations, reservations, and for event planning and support tasks.

(c) Coordinate and disseminate the invitations to the members and guests of the Mess, determining MEF and major subordinate command (MSC) allotments for reservations and seating

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based upon MEF and MSC member populations and Butler Officers' Club capacity.

(d) Maintain accurate and complete records of ticket sales and ensure internal controls are established to safeguard funds.

(e) Coordinate and publish the History, Rules, and Protocol of the Mess.

(f) Coordinate with the Vice President of the Mess and publish the Dining Out Script.

(g) Coordinate and publish the Letter of Instruction.

(h) Coordinate and publish the Dining Out Program Guide.

(i) Coordinate with the Vice President of the Mess to schedule and conduct the Dining Out rehearsal(s) with all supporting elements.

(j) Coordinate and publish the coach bus/van transportation schedule.

(k) Coordinate with CVIC to acquire the services of photographers and a videographer to record the ceremony and festivities for posterity.

(l) Coordinate with Marine Corps Community Services (MCCS) to incorporate Dining Out theme and décor into the Butler Officers' Club facilities and the Dining Out ceremony.

(6) III MEF AC/S, G-3

(a) Provide the Vice President of the Mess to coordinate the Dining Out Script and rehearsal(s), and to serve audaciously and eloquently in said appointed position as duties require during the execution of the Dining Out ceremony.

(b) Coordinate with the Information Management Officer and MCCS to ensure all audio and visual hardware and infrastructure are positioned and operational in support of the Dining Out theme and ceremony requirements.

(7) III MEF Protocol

(a) Coordinate General Officer personal invitations, reservations, dining selections, and transportation.

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(b) Coordinate Head Table protocol, arrangements, and place cards.

(c) Coordinate with the Dining Out Committee to complete the final seating chart for all members and guests of the Mess, and post the chart for the event.

(d) Coordinate with the Provost Marshal's Office and establish a parking and traffic control plan for the event.

(e) Coordinate the acquisition and engraving of the III MEF Dining Out/Mess Night ceremonial gavel.

(8) MEF Chaplain. Provide the Invocation and Grace for opening the Dining Out ceremony, and blessing the meal and the event.

d. Coordinating Instructions

(1) Schedule of Events. The III MEF Dining Out will strictly maintain the following timeline of events. Reference Enclosure (1) for further specific detail. Members and guests of the Mess are reminded of the need for proper punctuality and decorum in observance of the schedule of events.

1800 Cocktail Hour Opens
1810 Members of the Mess and Guests Arrive
1815 General Officers and Guests Arrive
1820 President of the Mess and Guests Arrive
1840 First Call Sounds (Head Calls Suggested)
1850 Officers' Call Sounds
1900 Semper Fidelis Sounds, and Mess is Convened
Entry of the Head Table
Invocation
Parading of the Beef
Dinner
Recess
Dessert
President's Remarks
Business of the Mess
Formal Toasting
Singing of *The Marines' Hymn*
Closing of the Mess
TBD Evening Festivities
TBD Last Call

(2) Rules and Protocol of the Mess. Prior to the convening of the Mess on 29 April 2006, members and guests of the Mess will thoroughly familiarize themselves with the rules and

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the protocol of the Mess, per Enclosure (2), specific to the III MEF Senior Officer Dining Out. While the Dining Out Program Guide will contain summary reference versions in deference to the guests of the Mess who may lack familiarity with hallowed Marine Corps Mess Night traditions, members of the Mess are specifically responsible for this knowledge to the full extent of the published rules and protocol documentation. Violations are a matter for judicious consideration during the Business of the Mess, and are subject to the vigorous application of fines as deemed appropriate by the President of the Mess in the preservation of the good order, discipline, and humor of the Mess.

(3) Reservations. Members of the Mess may confirm reservations for themselves and a single guest, intended as their spouse or significant other, given the evening's celebration of their support, through 14 April 2006 at a cost of \$45.00 per person. Members and guests will identify their dining selections at the time of their reservation confirmation. Reservations are available in limited numbers from III MEF Command Element, 1st MAW, 3d MarDiv, 3d MLG, and III MHG Dining Out Representatives.

(4) Payment and Ticketing. Dining Out Representatives will accept both cash and personal checks made payable to the Butler Officers' Club. Currently, per the MCCS check policy, checks must possess the following minimum information: name, rank, unit, duty phone, rotation date, local mailing address, and SSN, or FUSA for MCCS Club Card members. Members may also pay by credit card in person at the Butler Officers' Club. All payment and refund transactions will conclude on 14 April 2006. Upon payment for reservations, members and guests of the Mess will receive tickets that correspond in color to their dining selections for the evening. Members and guests must possess these tickets for admittance to the Mess during the Dining Out, subsequently placing them at their seats to identify their dining selections for the stewards.

(5) Uniforms and Attire. The formality of the Dining Out prescribes the Marine Corps Evening Dress or Blue Dress "A" uniform, or their dress equivalents among other Services, for members of the Mess. Invited guests of the Mess will maintain a similar level of formality in their attire, wearing the appropriate uniform as prescribed above or the civilian black tie equivalent as befits their station.

4. Administration and Logistics

a. Transportation. Transportation by coach bus or van will be provided, dependent upon the number of members and guests of the Mess requesting this service from their Dining Out

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Representatives at the time of reservation or payment. Two transportation routes to the Butler Officers' Club will be established in support of the Dining Out, the first from Camp Hansen via Camps Courtney and McTureous, and the second from Camp Kinser via Camp Futenma. Times and locations will be published after 14 April, upon the final accounting of all reservations and requests. Members and guests of the Mess are highly encouraged to use the provided transportation services for their safety and their enjoyment of the Dining Out festivities.

b. Child Care

(1) Child Development Center. Members and guests of the Mess requiring childcare beyond their personal contacts for such services may contact the Camp Foster Child Development Center (CDC) at 645-7117. CDC requires a minimum of 20 children signed up to offer this service, however, identified by 7 April 2006 and paid by 21 April 2006. The cost is \$3.00 per child, per hour. Parents must also complete a registration packet, available at the Camp Foster CDC, by 21 April 2006.

(2) Family Childcare Providers. As an alternative to CDC, or as another option in the event that an insufficient number of personnel request CDC services, MCCS maintains a list of registered in-home care providers through the Children, Youth, and Teen Program. The cost is a flat rate of \$18.00 per child. MCCS points of contact include Ms. Jessica Trig at 645-7117 for Family Childcare services, and Ms. Rose Lasero, at 645-2110, who maintains the list of childcare providers.

c. Dining Out Courses of Dinner and Drinks

(1) Jumbo Shrimp Cocktail with Lemon and Cocktail Sauce

(2) French Onion Soup with Croutons and Swiss Chesse

(3) House Chardonnay

(4) Fresh Garden Salad served with House Dressing

(5) Main Entrée Selections

(a) Prime Rib of Beef au Jus with Creamed Horseradish, served with Rissole Potatoes and Green Beans Almandine

(b) Chicken Supreme Chatan Cho with Sesame Teriyaki Sauce, served with Rissole Potatoes and Green Beans Almandine

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(c) Baked Salmon Fillet Choron with Tomato
Hollandaise Sauce, served with Rissole Potatoes and Green Beans
Almandine

(d) Vegetable Paella, Stir-fried Vegetables tossed
in Spanish Rice

(6) House Cabernet Sauvignon

(7) New York-Style Cheesecake with Fruit Topping

(8) Columbian Coffee

(9) House Port

(10) Golden Rum Punch

d. Photography

(1) Members of the Mess may purchase professional photographs with their invited guests or fellow members to commemorate the event. The photographer will be available from 1800 to 1850, and for a limited time following the Dining Out ceremony, dependent upon the ceremony's length.

(2) Photography Packages

(a) Package A: 2 5x7s, for \$20.00

(b) Package B: 2 5x7s and 4 3x5s, for \$25.00

(c) Package C: 2 5x7s and 8 wallets, for \$25.00

(d) Package D: 2 5x7s and 16 wallets, for \$30.00

(e) Package E: 2 8x10s and 8 wallets, for \$30.00

e. Smoking and Spirits

(1) Smoking. No lighting of the smoking lamp will occur within the confines of the Butler Officers' Club. The exclusive smoking of cigars will be allowed on the outdoor patio accessible through the Mess dining area. The Stag Bar established on the patio will offer a selection of premium cigars.

(2) Spirits. Three no-host bars will be in service within the Mess dining area during Cocktail Hour and following the Dining Out ceremony for the remainder of the evening's festivities. Additionally, the Stag Bar established on the outdoor patio will offer a premium selection of fine spirits and

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other libations for discerning connoisseurs among the members and guests of the Mess.

5. Command and Signal

a. Command

- (1) III MEF Dining Out President of the Mess
Lieutenant General J. F. Weber
- (2) III MEF Dining Out Officer-in-Charge
Colonel E. M. Walters 622-7775
- (3) III MEF Dining Out Vice President of the Mess
Lieutenant Colonel S. G. Fosdal 622-7736
- (4) III MEF Dining Out Committee Chairman
Major M. S. Burks 622-9363
- (5) III MHG and 31st MEU Dining Out Representative
Major R. H. Gomez 623-4536
- (6) 1st MAW Dining Out Representative
Major J. A. Fultz 645-3986
- (7) 3d MarDiv Dining Out Representative
Major R. G. Steele 622-7485
- (8) 3d MLG Dining Out Representative
Major G. D. Rotsch 637-4205

b. Signal. Upon signature and distribution of the Letter of Instruction, all necessary Dining Out documentation may be referenced on the III MEF Senior Officer Dining Out website at the following address:
<http://intranet.iiimef.usmc.mil/seniorofficerdiningout/index.htm>


D. A. KELLEY
Chief of Staff

Distribution: